

24 December 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report -
Week Ending 24 December 1975

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1. Office Closed Because of Snow: Mr. [] called on 22 December to let us know that he was closing the [] Office early. The Civil Service Commission had declared it a snow day in [] with 14 inches of snow on the ground and more expected. (Reported at 0830 meeting.)

2. Retirement Activity: As we approach the end of the first half of FY 1976, the view of retirement activity is as follows:

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Actuals, 1 Jul 75-3 Jan 76	133	233	366
Definites, 4 Jan 76-30 Jun 76	<u>10</u>	<u>18</u>	<u>28*</u>
	143	251	394

*This figure will, of course, increase and we will be reporting on it.

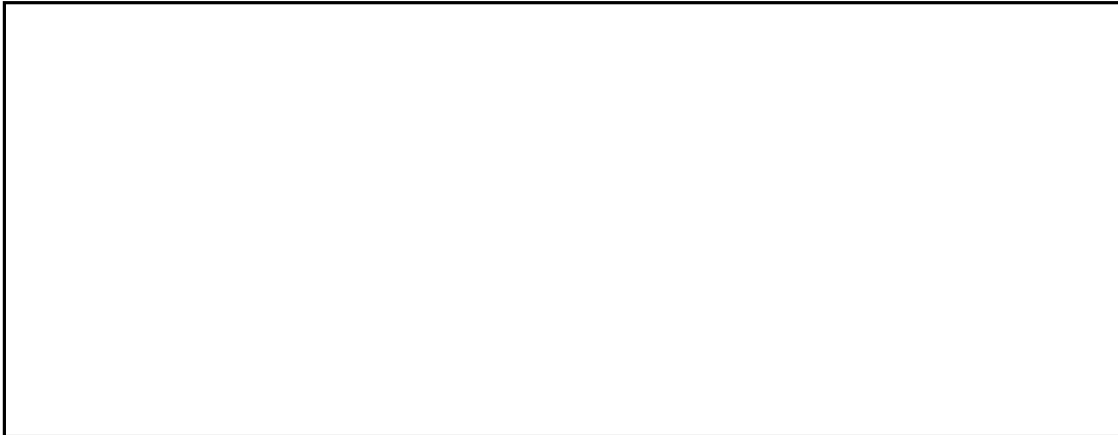
3. Summer-Only Employment: As of 23 December 1975, we have sent out 433 applications for Summer-Only employment and have received 210 completed sets. Of the 210, 200 individuals have been scheduled for appointments and 111 have been tested to date.

4. Annual Personnel Plan: We have revised APP comments and drafted a proposed memorandum for the DCI's signature transmitting the FY 1976 Consolidated APP to the Deputy Directors.

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5. Rehired Annuitants: The following retired annuitant cases were approved for the Directorate for Administration:



6. Educational Aid Fund: Preparations are being made to announce and invite applications for the 1976 Educational Aid Fund program. The proposed Headquarters Notice and Field Book Dispatch concerning the program have been drafted. An additional supply of some of the EAF forms is being printed in preparation for distribution.

7. Fund Drive - EAF and PSAS: The Agency's Fund Drive has been concluded and \$30,494.04 was pledged for the Educational Aid Fund, as compared with \$30,974.28 last year; the Public Service Aid Society received \$8,504.25, as compared with \$9,409.84 last year.

8. Awards Ceremonies: Ceremonies were conducted during the past few days for employees who had earned suggestion, invention, special achievement and exceptional accomplishment awards. Making presentations were the Deputy Director for Science and Technology; Chief, East Asia Division; Chief, Foreign Resources Division; Director of Communications; Director of Logistics; Director of Strategic Research; and the Director,

9. EAA Store: The Employee Activity Association Store is completely sold out of all Christmas cards and Russell Stover candy. Calculators and clock radios are also gone. The Christmas rush appears to have been as heavy in the EAA Store as in local shopping centers. During the past week, we have averaged \$3,500 in sales a day, or \$700 an hour. EAA is bullish on America.

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Coming Events:

1. We are in the process of preparing for the annual Income Tax Seminar. Numerous state and federal tax forms have been received and tentative arrangements have been made to hold the one-day Seminar in Room GA-13 on 28 January 1976. A Headquarters Notice is being drafted announcing the Seminar. A memorandum is being prepared to each Directorate requesting the names of those who wish to attend the Seminar.

2. The Headquarters Auditorium has been reserved for the afternoon of 22 January 1976 for the annual Government Employees Health Association (GEHA) meeting.

[Handwritten signature]

F. W. M. Janney
Director of Personnel

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